**Sheldwich Primary School**

**Little Hedgehogs Pre-School**

**JOB DESCRIPTION**

**Class Teacher**

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| Name |  |
| Salary scale | Main Pay Scale |
| Line Manager | Headteacher |

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| **Purpose of the Job** |
| Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document  Meet the expectations set out in the Teachers’ Standards |
| **Key Duties and Responsibilities (all or some will apply to your role)** |
| **Teaching**   * Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work * Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment * Adapt teaching to respond to the strengths and needs of pupils * Set high expectations which inspire, motivate and challenge pupils * Promote good progress and outcomes by pupils * Demonstrate good subject and curriculum knowledge * Participate in arrangements for preparing pupils for external tests   **Whole-school organisation, strategy and development**   * Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision * Make a positive contribution to the wider life and ethos of the school * Work with others on curriculum and pupil development to secure co-ordinated outcomes * Provide cover, in the unforeseen circumstance that another teacher is unable to teach   **Health, safety and discipline**   * Promote the safety and wellbeing of pupils * Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment   **Communication**   * Communicate effectively with pupils, parents and carers   **Professional development**   * Take part in the school’s appraisal and performance management procedures * Take part in further training and development in order to improve own teaching * Where appropriate, take part in the appraisal and professional development of others   **Working with colleagues and other relevant professionals**   * Collaborate and work with colleagues and other relevant professionals within and beyond the school * Develop effective professional relationships with colleagues   **Personal and professional conduct**   * Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school * Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality * Understand and act within the statutory frameworks setting out their professional duties and responsibilities   **Management of staff and resources (this may or may not apply to your role)**   * Direct and supervise support staff assigned to them, and where appropriate, other teachers * Contribute to the recruitment and professional development of other teachers and support staff * Deploy resources delegated to them   Other areas of responsibility   * Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct * Any other tasks as directed by headteacher which fall within the purview of the post |
| *This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.*  Signed: …………………………………………………………..………………… Employee  Signed: ………………………………………………………………………..……. Headteacher  Date: …………………………………………. |

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| **PERSON SPECIFICATION**  **Class Teacher (Main Pay Scale)** | |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Qualified teacher status  Degree |
| **EXPERIENCE** | Successful primary teaching experience |
| **SKILLS AND KNOWLEDGE** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning |
| **PERSONAL QULAITIES** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality |